

## **WATER FIELD SUPERVISOR**

### **DEFINITION**

Under general direction, plans, coordinates, supervises, and directs the construction and maintenance of water services; supervises the water distribution system and equipment maintenance operations; may act as Water Distribution Manager in the absence of the Water Distribution Manager; and performs other related duties, as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a supervisory position reporting to the Water Distribution Manager, and may act on the Manager's behalf in his/her absence. Incumbent is responsible for field operations, including the supervision of subordinate personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises water distribution, maintenance operations, construction services, and emergency services; deals effectively and courteously with customers, the general public, and other governmental agencies within the service area; prepares and presents a variety of reports to include staff reports and presentations; makes arrangements with various contractors for jobs not performed by department personnel; conducts periodic staff meetings and instructs staff in safety procedures; facilitates training for employees in the operation of tools and equipment in addition to the function and operation of facilities; monitors vacation and payroll records for field and construction services; prepares annual budget for field operations and construction services to include capital equipment, and maintains accountability throughout the year; performs employee evaluations and makes recommendations for job performance improvements; may participate in emergency call, stand-by duty on a rotation basis; attends meetings and conferences as necessary; informs Water Distribution Manager of problems or unusual developments within the department; adheres to safety standards as prescribed in the *Injury and Illness Prevention Plan*; prepares and presents verbal and written discipline reports, as necessary; promotes teambuilding; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

### **EMPLOYMENT STANDARDS**

**Training & Experience** - Graduation from high school, or GED equivalent, and six years of experience in water production, operation, or maintenance, combined with a minimum of three years of experience in a supervisory capacity.

**Knowledge & Abilities** - **Knowledge of:** Methods, materials, and equipment used in water systems construction, maintenance, repair, and inspection; pertinent laws, codes, and safety orders covering water service construction work and the principles and procedures involved in planning major water service and main line installations; supervision and training methods; budget preparation and expenditure control; basic computer skills and standard District software; and principles and practices of employee supervision, including training, work evaluation, discipline, and safe work methods.

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**Ability to:** Supervise the installation, repair, and maintenance of water systems and structures; interpret engineering and public works plans, specifications, and drawings; analyze situations accurately and make effective recommendations; maintain accurate records; prepare clear and concise oral and written reports; train and guide department personnel; work and make decisions under adverse and stressful conditions; prepare and complete employee performance evaluations effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; routinely adhere to and maintain a positive attitude; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; apply safe work practices; and operate vehicles and equipment in a safe and efficient manner.

**Licenses & Certificates** - Must possess a valid, unrestricted California Class "C" driver's license. Must possess a California Department of Health Services Water Distribution Operator Grade 4 Certificate and a Water Treatment Operator Grade 2 Certificate.

### **WORKING CONDITIONS**

Work is performed in an indoor/outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an outdoor environment. Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling; using hands and fingers to handle or feel objects, tools, or controls; and lifting and carrying moderately heavy objects up to 100 pounds and/or utilizing a hand dolly to move up to 160 pounds. Incumbent frequently works near moving mechanical parts, occasionally works in high, precarious places, and can be exposed to electrical shock. Incumbent wears personal protection-protective footwear. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

**APPROVED:**   
**DIRECTOR OF HUMAN RESOURCES**

**DATE REVISED:** **November 3, 2008**

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.  
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